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Rcds (4) DD/P

FILED:
RETURN TO
MANAGEMENT DIVISION

C
O
P
Y

30 September 1955

MEMORANDUM FOR: Chief, RI

SUBJECT: PO Monthly Report for September 1955

1. Cards forwarded to Main Index as result of Projects: 35,800*

2. Total Projects 236

Opened this month 5
Opened prior months 51
Total Open Projects.....56

Closed this month 2
Closed prior months 178
Total Closed Projects.....180

3. Records Management

a. Records Retired to RI/AR

Division or Staff	Items	Amount in Cu. Ft.	
CI	1	.4	
CM	1	1.8	
EE	10	4.1	
FE	34	8.2	
NEA	1	.1	
SE	2	.2	
SR	2	1.4	
WE	1	.4	
Total	52	16.6	16.6

b. Records Retired to RI/FI

Division or Staff	Items	Amount in Cu. Ft.
EE	69	9.7
FE	14	2.9

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NEA	2	.2	
SE	5	1.9	
SR	1	.1	
WE	18	2.5	
Total	109	17.3	17.3

c. Records Retired to CIA Library

Division or Staff	Items	Amount in Cu. Ft.	
CI	1	.2	
EE	13	4.0	
FE	1	.1	
SE	1	.1	
SR	5	.8	
WE	16	4.5	
WH	5	.5	
Total	42	10.2	10.2

d. Records Destroyed (Non-Record Material)

Division or Staff	Items	Amount in Cu. Ft.	
RI	6	42.2	
Total	6	42.2	42.2
Total Records Retired and Destroyed			86.3

e. Vital Documents

Packages IN.....109
Packages OUT.....12

Microfilm Reels IN.....193
Microfilm Reels OUT.....82

4. Filing Equipment and Forms Control *

a. Filing Equipment Approved

Two door safe.....1
Five drawer legal size, file cabinet.....1
Four drawer, letter size safe.....1
Four drawer, legal size safe.....6
Five drawer, 5 x 8 card safe.....1

b. Filing Equipment Disapproved

Kardex Safefile and stand.....2

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c. Forms Approved.....4

5. RI/PO Typist, typed *15,400 cards in 111 hours.

*6. Fourteen Kardex Safes turned in to the Supply Office as result of RI/PO Survey of TSS/FED. Estimated replacement value $5,600.00.

25X1A9a 7. RI/PO, [redacted] left on TDY 19 September 1955.

/S/ per JFG

25X1A9a [redacted]

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